

THE CITY OF SEDONA



# DEPUTY CITY CLERK

## SUPPLEMENTAL QUESTIONNAIRE

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### INSTRUCTIONS

Once completed the questionnaire may be emailed, faxed or mailed, however the original signature page must be mailed back to Human Resources prior to the deadline to complete your application package. Mail materials to Victoria L. Ward, Director of Human Resources, City of Sedona- 102 Roadrunner Drive, Sedona, Arizona 86336. **Deadline is January 26 2007.**

Other materials that *must* be included with your application package include:

- Two (2) copies of your resume with a signed cover letter
- The supplemental questionnaire that follows
- Copies of your college diploma(s) and official transcripts if applicable
- A copy of your professional license(s)
- A list of five professional references not employed by or related to you
- A completed City of Sedona employment application (applications may be downloaded by visiting the Human Resources area of our web site @ [www.SedonaAZ.gov](http://www.SedonaAZ.gov))

RECEIVED BY

**The City of Sedona**  
Deputy City Clerk  
SUPPLEMENTAL QUESTIONNAIRE

<i>Provide a list of Professional Organizations, Affiliations or Associations of which you are presently or were previously a member.</i>	<i>List professional trade publications to which you currently subscribe.</i>
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**The following questions may be answered on a separate page and attached. The responses should be typed and numbered, however it is not necessary to retype the question.**

- 1. Describe your methods of project management? Please include tools that you use to ensure coordination and continuity of projects in order to avoid missed deadlines or unsuccessful completion of projects?**
- 2. Prepare a schedule and a task list to coordinate a local election of a public official. Discuss your experience managing an election of this nature in the past. What percentage of time did you personally devote to managing each task? Which tasks did you delegate and were any of the tasks completed by other personnel?**
- 3. Describe the environments where you have worked in terms of size, growth, government, economics, housing, industry and business. Which type of environment have you found it the most difficult to work in and why?**
- 4. What do you consider to be your strengths and weaknesses? Please give examples of each.**
- 5. Describe the most difficult working relationship you have ever had. What was your role and what steps did you take to eliminate the problem?**
- 6. Why are you considering leaving your present position and why do you want to work for the City of Sedona?**
- 7. Describe your experience with records management. List courses, seminars and training you have taken to help you maintain expertise in this field.**

# Employment History Form

*Please provide a COMPLETE and ACCURATE employment history. Copy this page if you need additional space.*

*Start with the present or most recent employer, then list previous jobs in consecutive order.*

*Please answer all questions. If not applicable please insert N/A.*

Name of Company (agency or govt.):			
Address of Company:			
Annual Salary	Street	City	State Zip Code
Job Title:	Reason for Leaving:	Salary on departure:	
To whom do you report (name and title):	Employed From (mm/yy) to (mm/yy)	Total size of the Organization:	
Description of departments and number of staff you supervised if any:			

Name of Company (agency or govt.):			
Address of Company:			
Annual Salary	Street	City	State Zip Code
Job Title:	Reason for Leaving:	Salary on departure:	
To whom do you report (name and title):	Employed From (mm/yy) to (mm/yy)	Total size of the Organization:	
Description of departments and number of staff you supervised if any:			

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Name of Company:			
Address of Company:			
Annual Salary	Street	City	State Zip Code

Job Title:	Reason for Leaving:	Salary on departure:	
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Name of Company (agency or govt.):			
Address of Company:			
Annual Salary	Street	City	State
			Zip Code
Job Title:	Reason for Leaving:	Salary on departure:	
To whom do you report (name and title):	Employed From (mm/yy) to (mm/yy)	Total size of the Organization:	
Description of departments and number of staff you supervised if any:			

*I certify that the information on this supplemental questionnaire is true and complete to the best of my knowledge.*

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

**Thank you for your interest and the time you took to provide this information. The selection committee will review all resumes and questionnaires. Following a review, you will be contacted if a personal interview is to be scheduled. We will make every effort to schedule your interview at a convenient time as possible to allow you to make travel plans if necessary. We are pleased that you have considered our wonderful city as a career choice.**

**Thank you,**  
***Victoria L. Ward***  
**Director, Human Resources**